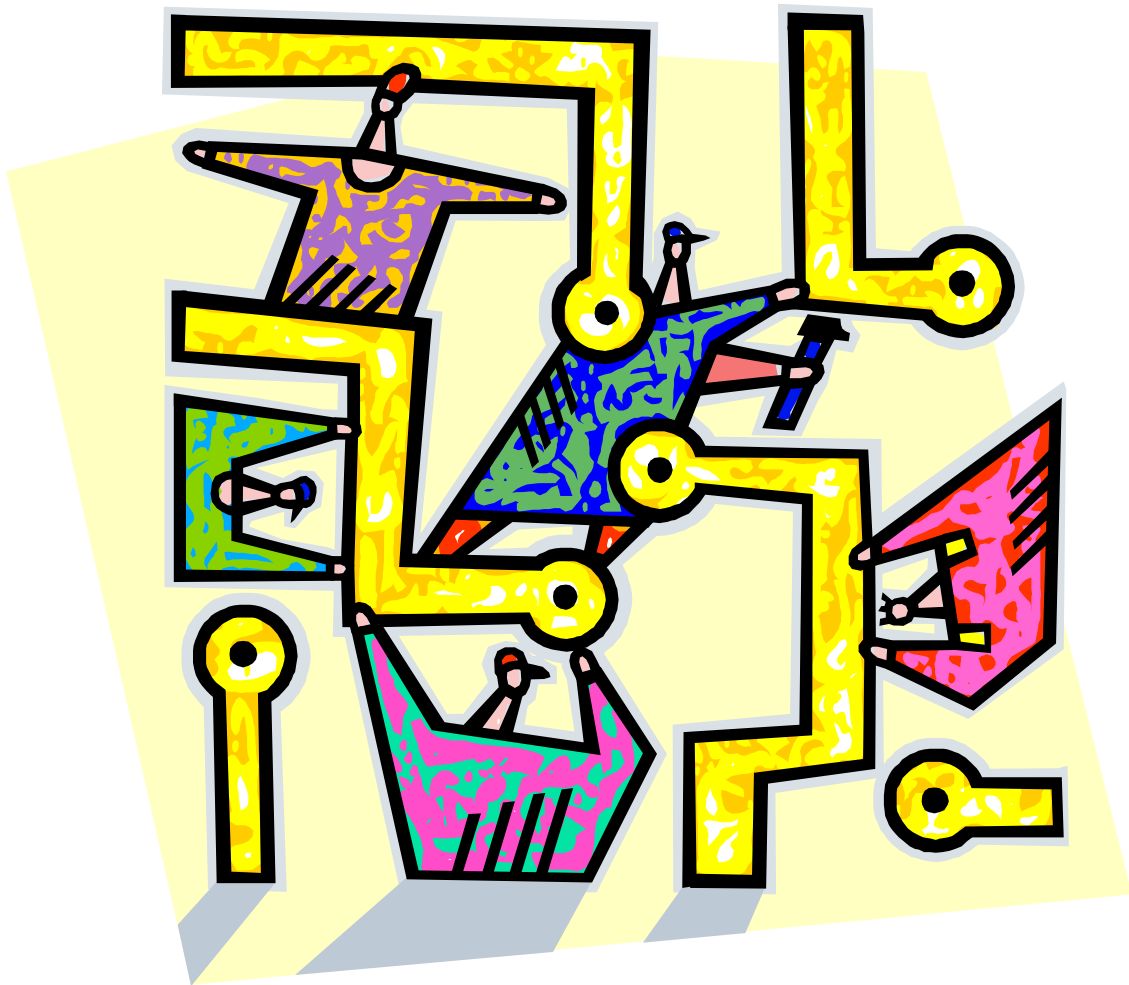


<Name of Project>

Investment Plan



Document Revision History

Version Number	Date	Description

Investment Approval Request

Complete an investment approval request form located in Appendix B of [IT Investment Standards](#).

Purpose

Business Problem to Be Solved

Describe the purpose of the business problem to be solved or opportunity to be gained.

Background Information and Objectives

Include a description of background information and objectives.

Business Justification

Relationship to Agency IT Portfolio and Business Plan

Provide an explanation of how the investment relates to the agency's IT portfolio and how it supports the agency business plan.

Relationship to State's Technology Infrastructure

Provide an explanation of the investment as it relates to the state's technology infrastructure.

Alternatives Considered

Describe the alternatives considered.

Alternative Selected

Describe the rationale for the selection of the chosen alternative.

Risk

Risk Assessment

Using the Severity and Risk Matrices, identify the severity, risk and the resulting approval level of the investment. Identify risk mitigation plans for high level risks.

Quality Assurance

Describe the QA processes to be used to manage the investment process.

Conformance to Technical Policies and Standards

Explain how the investment conforms to the technical policies and standards of the ISB, DIS, and your agency.

Costs and Benefits

Agency IT Resources to Be Used

Describe existing agency IT resources to be used, including internal agency staff.

IT Resources to Be Acquired

Describe IT resource(s) to be acquired, including internal agency resources.

Cost Benefit Analysis

Provide a copy of the Cost-Benefit Analysis (CBA) from the feasibility study, if a feasibility study is required. If not required, provide a summary of the costs and benefits for each of the feasible alternatives.

Investment and Lifecycle Costs

For the selected alternative, provide an estimated first-year investment cost, as well as system life cycle costs for five years or the expected life of the resource, whichever is shorter.

Financing and Refurbishment Plan

If the investment will be leased, explain the plan for financing and refurbishment.

Acquisition Process/Approach

Acquisition Method

Describe the acquisition method to be used, including the rationale for its selection, and a list of companies to receive the solicitation document, if known.

Acquisition and Implementation Schedules

Provide the acquisition and investment implementation schedule.